

# 2016 Athletic Field Permit Request - Application Form

**\* \* PLEASE PRINT ... COMPLETE ALL REQUESTED INFORMATION!**

Name of Organization / Group / Team Name \_\_\_\_\_

Affiliation \_\_\_\_\_ **Contact Person** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ FAX \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_

**Alternate Contact Person** \_\_\_\_\_ **Address** \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Fax \_\_\_\_\_

Total number of team members \_\_\_\_\_ Total number of players **NOT** living in Troy \_\_\_\_\_

Age division of team \_\_\_\_\_ **Date of league scheduling meeting** \_\_\_\_\_

Total number of games scheduled for season \_\_\_\_\_ (field to be used for games only)

**Number of dates requested for HOME GAMES (no more than 50% of total games)** \_\_\_\_\_

**Ball diamond request:** Pitching Distance \_\_\_\_\_ ft Base Distance \_\_\_\_\_ ft

**Preferred day for home games** Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

**Preferred time for home games** 10am \_\_\_\_\_ 1pm \_\_\_\_\_ 4pm \_\_\_\_\_ 7pm \_\_\_\_\_

**Beginning date of season** \_\_\_\_\_

**Ending date of season** \_\_\_\_\_

I agree that the information provided on and/accompanying this request form is correct and true and I further understand that any falsification or information requested on or accompanying this form will be cause for denial of this request or revocation of field use. I also understand that I will abide by all rules as set forth by the Recreation department regarding field use.

Signature of individual submitting request \_\_\_\_\_ Date \_\_\_\_\_

**The following must be submitted with this request: 1) Official league roster listing all players, their address and phone number, and 2) liability insurance for your team/organization.**

Submit request to: Troy Recreation Department, Scott Mercer, 3179 Livernois, Troy, MI 48083.  
Phone: 248.524.3484, FAX 248.689.6497

**BALL DIAMOND REQUEST FOR SUMMER:** **Deadline is March 1** Confirmations will be mailed approximately two weeks after deadline.

**SOCCER FIELD REQUEST:** **Spring deadline February 20 - Fall deadline July 6** Confirmations mailed approximately two weeks after deadline.

# Athletic Field Permit Request and Release of Liability

## Rules and Regulations governing use of athletic fields

**Residency:** A minimum number of 75% of user group/team must reside within the City of Troy. A current valid team roster must be submitted with the application; additional proof of residency may be required.

**Field:** Group that has requisitioned the field must use field; permits are non-transferable. For travel teams, the field shall be a "home" field and it is understood that fifty per cent (50%) of group's games will be played outside of Troy. The Troy team must be one of the teams using the field. Two non-Troy teams may NOT use the field while the Troy team plays elsewhere.

**Scheduling:** Teams are not allowed to schedule home games unless the Recreation Department has provided time slots/fields in advance and in writing. Non-compliance will result in denial of field use for at least the remainder of the season.

**Permit:** Good for dates and times listed only. Must be retained on person(s) using fields at all times.

**Concussion Policy:** All teams/leagues must comply with the State of Michigan concussion law. Failure to comply will result in loss of field privileges.

**Concessions:** Vending of food or other items is not permitted without an approved permit from the City of Troy.

**Admission Fee:** No admission, parking or other fees are permitted unless prior approved by the City of Troy.

**Make Up Games:** Teams must confirm all make-up game dates with the department PRIOR to scheduling the make-up game. All requests must be made no less than 72 hours prior to the date requested, NO EXCEPTIONS.

**Liability Insurance:** The City of Troy requires each user group to furnish liability insurance (minimum of \$1,000,000 (unless specified otherwise) in conjunction with group's use of field. **The City of Troy should be listed as an "additional insured" on the policy.**

**Alcoholic Beverages:** Alcoholic beverages are NOT permitted in the park, unless a special permit is secured from the Recreation Department.

**Field Use Assessment:** Teams will be assessed an individual game fee that covers the direct maintenance and field rental costs incurred by the city associated with athletic field usage - The maintenance cost includes lining of fields, installation of goals, and any other field preparation that is required. Costs are not charged for mowing, irrigation/water, electricity, fertilization, and field renovations. Bases are not provided for baseball/softball games except if played at a city major park (Flynn, Boulton, Jaycee, Raintree). If a field is prepped, cost is \$50 per game for use of a ball diamond; and \$50 per game for use of a soccer field. City of Troy reserves the right to assess an additional charge for field use under certain circumstances that would be specified prior to field use approval. **Fees will be due to the Recreation Department no later than June 22, 2016 for the spring season.**

I have read and understand the rules and regulations listed above and agree that they will be honored and enforced by myself, organization or group I am associated with; participants, and spectators while using the permitted field. I do know that failure to comply with any of the above listed guidelines will result in my field permits revoked.

Name (PRINT) \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Group/Team representing \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Release of Liability

I hereby release the City of Troy, Troy School District, and Troy Board of Education from any and all responsibility for any accident or injury suffered by participants, coaches, managers, officials, and spectators while using the City of Troy or Troy School District athletic field as permitted to our use. This release applies to, but is not limited to, condition of the playing area.

Signature \_\_\_\_\_ Date \_\_\_\_\_